

APPENDIX L

DEPARTURE AIRFIELD CONTROL GROUP (DACG) CHECKLIST

A. DACG COMMANDER OR OFFICER IN CHARGE

The DACG commander or Office in Charge will:

1. Brief all personnel engaged in DACG operations.
2. Establish required communications.
3. Obtain parking and flow plan from the mobility force.
4. Coordinate Materials Handling Equipment (MHE) with the mobility force.
5. Ensure sufficient load team personnel and pusher vehicles are available to accomplish mission.

B. DACG OFFICER

The DACG officer will:

1. Coordinate with the mobility force to ensure personnel, cargo, and equipment are escorted to the correct aircraft.
2. Inform liaison officers of changes to the movement plan.
3. Brief deploying units on the vehicle flow plan.
4. Maintain status of arrival, departure, and loading of chawks.
5. Obtain airfield diagrams for guides.
6. Ensure communications are operational between all elements of the DACG.
7. Ensure support equipment, wreckers, petroleum, oil, and lubricants, food service, lighting, first aid materials, weighing devices, and maintenance teams are available.
8. Determine and coordinate crash, fire, and rescue protection requirements.
9. Coordinate movement of the deploying unit's aircraft mission loads (chawks) through the areas of activities.

C. ALERT HOLDING AREA OFFICER

The alert holding area officer will:

1. Coordinate with other DACG personnel.
2. Coordinate with unit liaison officers.

3. Coordinate with the call forward area officer.
4. Issue any special instructions for alerted aircraft loads.

D. CALL FORWARD AREA OFFICER

The call forward area officer will:

1. Receive instructions from the DACG.
2. Inspect all loads upon receipt from alert holding area and ensure they are Joint Inspection (JI)-ready.
3. Inspect passenger and cargo manifests and make corrections.
4. Participate in the JI.
5. Inform the DACG of problems affecting movement schedule.
6. Coordinate MHE with the DACG.
7. Check and collect manifests and deliver to the DACG.
8. Escort personnel and equipment from aborted aircraft to alternate aircraft or temporary holding area.
9. Keep the DACG informed of problems that would affect the movement schedule.

E. UNIT OR DACG ADMINISTRATION OFFICER

The unit or DACG administration officer will:

1. Assist in preparation of or changes to passenger and cargo manifests.
2. Act as safety representative for units involved in movement operations--ensure all units are briefed.
3. Ensure all incidents and accidents are investigated and reports prepared.
4. Ensure personnel and related services are provided by the base/installation for deploying units.

F. LOGISTICS OFFICER

The logistics officer will:

1. Ensure logistics requirements for the DACG are provided.
2. At origin, en route, and destination provide deploying units (directly or with point of contact for logistics support) with the following:
 - a. Water supply points.
 - b. Ration supply points.
 - c. Latrine and shower facilities.
 - d. Fuel supply and fuel drainage area.
 - e. Billeting.
3. Secure and supervise maintenance support and facilities for the DACG and deploying units.

G. STATISTICS OFFICER

The statistics officer will:

1. Compile pertinent data required by the DACG.
2. Coordinate with the mobility force on reports required by higher headquarters. Reporting will include, but not be limited to the following:
 - a. Personnel and equipment that have departed the departure airfield for the objective area.
 - b. Number of aircraft available for loading.
 - c. Number of aircraft required to complete lift.
 - d. Number of aborts.
 - e. Troops and equipment available for loading.
 - f. Automated in-transit visibility interface.

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